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DRAFT MANUAL OF VILLAGE LEVEL WORKERS RECORDS

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INTRODUCTION

Considerable stress has been laid by the Community Projects Administration on the need for proper maintenance of records relating to the Community Development Programmes. This subject has been placed on the agenda of the Regional Conferences held by the C. P. A. with a view to eliciting opinions of the project staff of the various State Governments. Particular stress has been laid on the family record or the family card, since planning has to begin from the family upwards and in theory each family has to have a plan of its own in respect of the various development programmes for the project period.

The present manual on village level workers records is the outcome of the deliberations of officials in the various conferences held during the year 1953-54. In the Third Regional Conference held in February 1954 at Rajgir (Bihar), it was specifically suggested that there was need to lay down some standard or model forms. In view of the importance of maintaining suitable basic records, the Programme Evaluation Organisation took upon itself to study this question and evolve some standard forms which would meet the needs of both the development activities and the administration. As a result of this effort, a note on the subject embodying therin a set of village and family forms and registers was prepared. This note was subsequently discussed in the Third Development Commissioners' Conference held in May 1954 at Ootacamund. The sub-committee No. 1 recommended certain changes in the forms and recorded that 'the committee is of the opinion that the registers and forms which are prescribed are certainly useful but they should be tried out on a pilot basis in one project for each State to start with. When experience is gathered for six months then the use of these may be extended'. Item 29 of the 'Main Recommendations and Conclusions' of the Conference endorsed the above mentioned recommendations of the sub-committee.

Having regard to the changes suggested by the Third Development Commissioners' Conference and to the fact that further detailed instructions would facilitate achieving the objects of maintaining basic records, it was felt that a manual of records should be prepared. Accordingly this manual incorporates the changes recommended by the Conference and gives instructions along with one illustrative example for each importan form. Instructions for a prescribed form appear opposite the proforma

for that form. It is hoped that this arrangement will facilitate easy understanding of the various forms and registers. In drafting the manual, however, slight alterations of some of the proformas agreed to by the Conference have been made. These alterations are of a minor nature and do not introduce any material change in the contents of the original proformas, revision having been done mainly to facilitate the operational part of maintaining the basic records. It is also suggested here that instead of trying out forms and registers in one project in each State, they should be tried out by each village level worker in respect of one village in his charge in all the projects. This suggestion has the advantage of distributing the load of work evenly to all the V.L.W.s, at the same time yielding information over a more widely scattered area.

While the forms and registers found in this manual will have to be initially maintained by the V.L.W.s concerned, the work can be entrusted at a later stage to the secretaries of the village Panchayats or some ad-hoc bodies recognised for the purpose of development programmes. In any case, the ultimate goal in this respect should be to hand over the work of record-keeping to the village Panchayats or other councils. It will be also realised that in States where some degree of integration of revenue and development functions has been achieved at the ultimate level, maintenance of many of the village forms will be found unnecessary. To this extent, some sort of rationalization of forms should be worked out in consultation with the Community Projects Administration.

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VILLAGE LEVEL WORKERS RECORDS

1. WHY RECORDS ?

A few questions which one is immediately tempted to ask one-self are the following: Why maintain any records at the village level ? Is the Government not already getting the progress reports without these additional records? Is the revenue agency not maintaining records which will suffice the purpose of the administration? And so on. Unless these doubts are cleared and the fundamental importance of basic records is well understood, it will be futile to prescribe any forms or registers. Subsequent paragraphs have, therefore, to be read from this point of view.

The present position pertaining to records is that, generally speaking the V.L.W. in the community projects keeps a diary in which he records his activities. This is a date-wise register. He has also to submit periodical reports to the higher authorities. The 'heads' under which these reports are compiled are usually similar for every project as the reports have to be fitted in with the pattern of reports to be sent to the C.P.A. The only variation that may be there depends on the extent to which powers have been delegated to the V.L.W. In some projects tasks like distribution of fertilizers have been given to the V.L.W. and he reports the quantity sold or distributed. In other projects, this work is done by the Agricultural Assistants who are ocated in the Block Headquarters or other convenient places and hence they report these sales.

Departmental staff attached to the project adopts the registers and books maintained in their parent departments. Agricultural staff maintain seed and manure registers ; the Veterinary staff maintain a register of animals treated; the health and maternity staff maintain records about cases treated ; the Engineering Department has its own Estimates Register, Agreements Register, Measurement Register as in P.W.D. and so on.

The procedure by which the higher officers such as Assistant Project Officers, Block Development Officers, the Project Executive Officers, etc., are supplied with statistical information relating to progress of work in th area is generally the usual one of submitting copies of the progress reports through their superior officers right upto Project Executive Officer. There are some States, however, where these reports or records are not required to be submitted as such. The V.L.W.s are required to bring them to the project headquarters at the time of staff meetings and they are seen by the Project Officers and utilized for the preparation of their monthly reports

Thus the study of various systems of records makes it evident that these records are maintained mainly for two reasons :

(1) to meet the requirements of the C.P.A. in respect of progress reports ; and

(2) to meet the administrative requirements for checking the work of the V.L.W. and other attached staff.

Items like the number of night halts in villages, mileage covered, etc., appear in an important way in the diaries. As a result much of the record keeping is in the form of weekly, fortnightly, monthly reports and daily diaries. There is little effort done to check the recorded data and so long as the required information is forthcoming little attempt is done to see how the records are maintained. In the absence of serious checking, the knowledge of underlying process by which reports are made up remains somewhat obscure. This obscurity also obtains with regard to the extent of participation by different classes of families and in different programmes. The channels through which a report goes up are not always uniform. In a majority of cases registers are village-wise and entries are not made family-wise even where they could have been done with advantage in revealing significant features of development activities. This is perhaps due to lack of understanding regarding the role of records in planning and the manner in which records should be maintained to be useful to planning. There is perhaps an incomplete realization on the part of officials concerned about the possibility of watching day to day progress of development work through inspection of accounts and proper records. Ultimately, it is the administrative aspect that prevails over the development aspect in the maintenance of the records.

It must be admitted, however, that there is a growing recognition on the part of the various States to devise more comprehensive and systematic methods of record-keeping and reporting. The omnibus register in Orissa and the various registers introduced in Bihar, Assam, etc., indicate this Some welcome progress towards maintaining family registers is also made in the States of Madya Pradesh and Madhya Bharat. Considering the progress already made in this direction of the systematisation of records, i tseems appropriate that a uniform system of record keeping is evolved at this juncture.

(a) In setting up a system of reporting, it has to be made certain whether or not a V.L.W. is using certain terms in the same manner as the others ; whether or not he is expressing the progress for any given scheme in the same units. If that is not being done, it becomes difficult to consolidate the reports. If they are consolidated, the final report becomes a mixture of

several concepts. The first thing which the basic records should aim at is, therefore, UNIFORMITY. It is essential to have (i) Uniformity in the interpretations of various terms so that there is little scope for ambiguity and (ii) Uniformity in the method of recording so that compilation becomes smooth and more or less automatic. This alone can secure a correct overall picture, whether it be for a block, a project, a State or the whole complex of the community projects and national extension service blocks.

(b) Records will serve their purpose only if they are MEANINGFUL. That is, they should fulfil the ends they are expected to serve. One main function which records must perform is to enable the authorities to judge how the development programme is progressing, which particular programmes are progressing more rapidly or are showing signs of accelerated growth; which other programmes are lacking in satisfactory progress or are slowing down; which particular regions are showing healthy development, and which are not; which sector of the population shows higher degree of participation in development activities, and which remain more or less unaffected by these activities. Thus, records must have tales to tell; else they become meaningless.

The revenue records in villages serve the purpose mainly of ascertaining how much money the Government is entitled to, how much it gets and from whom it is entitled. Considerations of revenue predominate in the maintenance of the revenue records. But with the change in the emphasis of the functions of a Government from those of maintaining law and order and raising funds for the same to the active formulation and implementation of a planned policy of overall development of the masses, it becomes essential that records give accurate information about the progress the people make.

(c) Though it is true that records should show progress made by the people, they cannot afford to overlook the needs of the administration. Authorities at each rung of the administrative ladder would want to know what the persons in the lower rungs are doing and how well or badly are they doing. Some records which will meet the administrative requirements, will also have to find a proper place in the scheme of maintenance of systematic records.

(d) Records cannot be expected to give all the information the planner wants. For some types of information, he will have to make further inquiries. In order that he can undertake such inquiries some basic data will be necessary, on the basis of which he can select a sample. For such sample inquiries, therefore, the basic records should serve as 'frame'. If, for example the V. L.W. has a list of families showing those participating in each of the

various programmes, the work of the person who wants to know why certain programmes succeed and why certain others fail will be greatly facilitated. For, he can pick out some families, at random, and inquire from them the reasons which lead to success or failure of specific programmes.

Thus, it can be seen that there are at least four good reasons why records have to be maintained :

(1) to introduce uniformity in method of recording, etc. ;

(2) to collect meaningful figures ;

(3) to meet the needs of the administration ; and

(4) to supply a readily available 'frame' for sample surveys.

2. *TYPE OF RECORDS*

A system of records fulfilling the above-mentioned four-fold requirements must necessarily be based on a set of family records on the one hand and a set of village forms on the other, at the lowest level. In addition, diaries and progress reports will have to be maintained by the V. L. Ws. Mere date-wise information as in the case of V. L. W. diaries, or item-wise registers will not do. While several types of such records can be conceived of, it appears that forms and registers prescribed in the manual will serve the purpose in view and entail minimum extra labour in maintaining the same. While detailed instructions as regards the method of filling up records are given at a later stage, some schematic description is given below.

(a) Village Records

What is contemplated in prescribing the village records is that each V. L. W. will keep all relevant data in respect of each village in his charge. Provision is made so that data for at least 5 villages can be written down in juxtaposition. This should at one glance give an idea of the various characteristics of the villages in which a V. L. W. is expected to work. Such records appear to be necessary from the point of view of both the V. L. W. and the supervisory staff. It is important to have a clear grasp of the factual information such as the population, area, land utilization, crop-pattern, soils, irrigation facilities, live stocks, medical and educational facilities, etc., before one can start thinking of the progress that can be made in different areas.

From the point of view of collecting the information, it may be said that much of the information will be available, from the various departmental records, like the revenue, agricultural, medical, etc. A few other items can be filled in by observation or by taking a rapid count. In any case, these records, once filled up do not require to be attended to for a long time. For instance Census figures will have to be revised only once in ten years. Crop-pattern and land utilization figures will be collected only once in a year

and so on. Time will have to be expended in the initial round in completing the records. Even this work can be spread out over a period of time, say, two or three months.

The following are the village records :—

Serial No.	No.	Title
1	V-1	General Information.
2	V-2	Population.
3	V-3	Land Utilization.
4	V-4	Area under Crops.
5	V-5	Sources of Irrigation.
6	V-6	Live-stocks.
7	V-7	Agricultural Implements.
8	V-8	Targets and Achievements Register.
9	V-9	Stock Ledger.
10	V-10	Progress Reports: (*i*) Monthly Progress Report. (*ii*) Quarterly Progress Report. (*iii*) Six-monthly Progress Report. (*iv*) Annual Progress Report.
11	V-11	Daily Diary.

In all there are 11 main registers, etc. V-10 is further sub-divided into our types of reports.

(*b*) *Family Registers*

These registers are meant to be kept for each important programme undertaken in the village. Records for only those families who come in contact with the V. L. W., other project staff or officials of the regular departments for the supply of materials, etc., have to be kept. It will be seen, therefore, that apart from one complete listing of families in F-1 and F-4, entries to be made will be restricted to those families who participate in one or the other activities of the project. Thus, for improved seeds, a register will be kept in which names of the heads of the household to whom improved seeds are supplied by project or other Government agencies will be entered showing also the crop for which seeds are supplied, quantity thereof, date of supply, etc. Area covered by the seeds will also be entered. Similarly, for other important programmes. Provision will be made for taking periodical totals to help the V. L. W. in filling up V-8 and V-10 forms. In order that active participation of families, or absence thereof, can be seen at a glance, a key register is provided. In this manner, one can obtain a picture of the extent to which different classes of families participate or do not participate in different programmes and so on.

The following are the Family Registers:—

Sl. No.	Register No.	Title
1	F-1	Family Register.
2	F-2	Programme Registers.
		(a) Seed/Fertilizer/Manure Register.
		(b) Other Extension Programmes Register.
		(c) Public Contribution Register.
3	F-3	Demonstration Register.
4	F-4	Reference Register.

There are, thus, 4 main family registers. F-2 is sub-divided further into three programme registers.

3. *PERIODICITY*

The next question to be considered is how often entries have to be made in each of these registers. It will be realized that many of the items for which records are kept are of a seasonal character. Thus, ordinarily, seeds are taken only twice or thrice a year. Fertilizers may be bought more frequently but all the same in this case also some sort of seasonality is evident. Constructional activity is more in evidence in slack agricultural seasons, and so on. This feature of programme activities is likely to spread out the load of extra work in the matter of record keeping. The number of registers which a V.L.W. has to attend to at any given point of time is, therefore, not likely to be excessively burdensome. The statement below gives the register numbers according to different periodicities.

Periodicity	Register Nos.	Remarks
1 Only once	V-1, F-1	Changes may be recorded as and when necessary.
2 Decennial	V-2	
3 Annual	V-3, V-4, V-5, V-6, V-7, V-10 (*iv*)	
4 Six-monthly	V-10(*iii*)	
5 Quarterly	V-10 (*ii*)	
6 Monthly	V-8, V-10(*i*)	
7 Daily	V-11	
8 Whenever necessary	F-2, F-3, & F-4	F-forms will be more or less on a seasonal basis.

4. *HOW TO FILL THE RECORDS*

In order to indicate the method of making entries in several registers, illustrative examples are given in the body of the prescribed forms. For each form separate instructions have been drafted and printed against the corresponding forms. It is felt that this will enable the V. L. W.s to make entries at proper places in the registers and forms without much difficulty. However, some general instructions which require specific mention may be stated here

First, the programmes listed in each form are only indicative and these will necessarily require changes at the village level, since some programmes not initiated in the villages need not be entered in the registers for these villages. But once an item is included in the register, information has to be given in uniform manner indicated in the instructions. For example, it is not necessary to provide a column for artificial insemination in those villages where that programme is not initiated. But, where a column in the register [F-2 (*b*)] becomes necessary in respect of this programme, because, it has been initiated in the village, the method of making entries should be followed as explained in instructions for F-2 (*b*).

Second point is with regard to the definitions of terms used in the various forms and registers. It is important to know what exactly different terms mean. For instance, meanings for terms such as 'improved' seeds or 'sponsored' fertilizers, etc., should be clear. Agricultural terms such as gross cropped area, cultivable land, current fallows, irrigated area, cropped more than once, and several others which occur in the prescribed forms should be clearly understood as in the absence of proper understanding the object of obtaining uniformity in reporting through basic records may be vitiated. It is not intended to give here a glossary of terms and their definitions as it is presumed that the revenue, agriculture and other staff concerned are well acquainted with these terms. As far as the terms improved seeds, improved methods of cultivation, improved implements, etc., are concerned, it is to be noted that those seed varieties, methods of cultivation, implements, fertilizers, etc., which are propagated by the project staff or by the departmental staff should be treated as 'improved' practices and programmes. These should be distinguished from the other corresponding practices which are not so sponsored.

The third point to be noted is in regard to sources of information. Whereever information is called for from some existing source of information, that source should invariably be quoted as far as village forms (V—series) are concerned. It is also to be observed that while making the entries it is essential to adopt a system of standard units for each item enumerated in the registers. Unless this is done, consolidation of progress report becomes a difficult task.

The four-fold purpose in maintaining these records can be achieved only if these forms and registers are maintained tidily, accurately and up-to-date Particular attention has, therefore, to be paid to these aspects of record keeping.

5. *COLLECTION OF INFORMATION*

The practice of making materials and services available to the households varies considerably from one area to another. In some cases, the village level worker makes the supplies available to the indenting family. In some

other areas, some other project official or an official of the concerned regular department delivers similar supplies to the families. Again, the practice varies for different types of programmes. For instance, village level worker may be the direct agency through which improved seeds are distributed ; whereas medical treatment or animal husbandry programmes will be carried out by the respective subject matter specialists or by the staff of the regular departments. Whereas this is so, the records have to be maintained by the village level worker for all indicated programmes. In view of this, it is extremely important that the village level worker is furnished with relevant information by the officials concerned with the actual supplies of materials and service. Without this coordination between the village level worker and the officials concerned, the records cannot be expected to be completed. It is, therefore, assumed here that the required degree of coordination will be brought about by the project authorities, depending upon the practice prevalent in their area in the matter of supplying materials and services.

Instructions for Village and Family

FORMS AND REGISTERS

Instructions for V-1.—General.

Block 1.—This information is for the purposes of identification of villages in charge of the VLW. Provision has been made for 5 villages, but, if the VLW has more number of villages, extra columns will be required to fill up the information in this block. In the example, information for one village has been filled up.

Block 2.—Information under this block relates to the various institutions or facilities available in the village. If these facilities are not found in the village, the nearest place where these are available should be recorded. The distance of the place from the village should also be recorded if not already noted against an item occuring earlier. The method of making entries will be clear from the example given. It should be noted that, if there is a change in the position as regards the facilities, that change should be noted on the form by striking off the old entry.

Item 3.—*Communications.*—The type of entries required to be done does ot require any detailed instructions. The changes brought about from time to time with respect to communications should be noted as and when necessary.

FORM V-1 : General

1. *Location, Area, etc.*

	Villages	1	2	3	4	5
1.1	District	East Godavari				
1.2	Sub-Division or Tehsil or Taluka	Alamuru				
1.3	Revenue Circle	Alamuru				
1.4	Name of the village	XYZ				
1.5	Area of the village according to Revenue records. (Acres)	3042·60				
1.6	Population	2480				

2. *Institutions and Community facilities.*

	Villages	1	2	3	4	5
2.1	Headquarters of Sub-Division, Tehsil or Taluka	Alamuru 2 miles				
2.2	Railway Station	Dwarapudi 12 miles				
2.3	Police station	Alamuru 2 miles				
2.4	Posts and Telegraph office	Alamuru				
2.5	Post Office	Yes				
2.6	Number of Postal deliveries per week in the village	6 deliveries				
2.7	Dispensary of Health Centre	Alamuru				
2.8	Hospital	Manalapeta 8 miles				
2.9	Number of beds in the Hospital	6				
2.10	Maternity Centre	Alamuru				
2.11	Number of beds in the Maternity Centre	2				

	Villages	1	2	3	4	5
2.12	Veterinary Hospital	Ramachandrapur 18 miles				
2.13	Seed/Fertilizer/Manure store	Alamuru				
2.14	Cooperative Society	Alamuru				
2.15	Primary schools					
	(a) Basic	No				
	(b) Ordinary—					
	i) With Craft	No				
	ii) Without Craft	Yes				
2.16	Secondary school	Kothuru 26 miles				
2.17	Market centre for produce........	Rajamundry 26 miles				
	Cattle..........	Alamuru				
2.18	Key village or Artificial Insemination Centre	Nil				
2.19	Community Centres	Yes				
2.20	Libraries	Alamuru				
2.21	Youth clubs	Yes				
2.22	Women's clubs	Nil				
2.23	Children's clubs	Nil				

3. *Communications*

3.1 *Bus Routes* (Give details of the route) Distance of the bus stand from the village etc., (Record changes occuring in this situation from time to time),

	Village	Details		Village	Details
1.	XYZ	Bus route from Kakinad and Rajamundry to Alamuru—once in a day. From Alamuru to XYZ there is a metal road (constructed last year) about 2 miles —but no bus comes up to XYZ.	3.		
2.			4.		
			5.		

3.2 *Roads**

	Village	All-weather Motorable roads	Other roads
1.	XYZ	From Alamuru to XYZ two miles length.	XYZ to Nawabpeta to Narispudi to Chopella Gravelled road motorable except in rainy season.
2.			
3.			
4.			
5.			

*If the village is not on such a road, indicate approximate distance of the village from such a road. Also record changes in this situation from time to time as development takes place.

Instructions for V-2—Population

This form is intended to record the population characteristics of each of the villages under the charge of the V. L. W. Totals for all villages in respect of each item should be taken after recording data for all villages under V.L.W's charge. The items included are self-explanatory. This form is to be prepared once in ten years, which is the period for the population Census.

Figures will be available from the 1951 Census records. Information can, therefore, be extracted from the national registers maintained at the tehsil or the district Headquarters, as the case may be. Information is also available in the District Census Handbooks.

FORM V-2 : POPULATION

Population (according to Census 1951)

		Village 1	Village 2	Village 3
1.1	Name of the village	XYZ		
1.2	Area of the village	4·74 Sq. Miles		
1.3	*Occupied Houses*			
	1.31 No. of Houses	421		
	1.32 No. of Households	490		
1.4	*Total number of persons enumerated*			
	1.41 Persons	2480		
	1.42 Males	1208		
	1.43 Females	1272		
1.5	*Literates*			
	1.51 Males	384		
	1.52 Females	122		

			Village XYZ			Village 2			Village 3		
			*M	F	T	M	F	T	M	F	T
1.6	*Agricultural classes*—										
	1.61	I. Cultivators of land wholly or mainly owned and their dependents . .	198	238	436						
	1.62	II. Cultivators of land wholly or mainly unowned & their dependents . .	239	219	458						
	1.63	III. Cultivating Labourers & their dependents .	667	722	1389						
	1.64	IV. Non-cultivating owners of land, agricultural rent receivers and their dependents .	13	15	28						
1.7	*Non-agricultural classes* Persons (including dependents) who derive their principal means of livelihood from :										
	1.71	V. Production other than cultivation	49	44	93						
	1.72	VI. Commerce	4	7	11						
	1.73	VII. Transport .	..	..	..						
	1.74	VIII. Other services and miscellaneous sources	38	27	65						

*M: males; F: females. T: total

Instructions for V-3—Land Utilization

Information in this form has to be collected every year separately for the villages under the charge of the VLW. Thus, village-wise information is required in respect of total area, cultivated area, uncultivated area, etc., as indicated in the form. After recording this information, totals under each column for all the villages should be taken. This information is usually available in the revenue records at the village or the tehsil level. It is necessary to see that information is brought uptodate every year. If no records are found to exist from which this information can be extracted, the VLW will have to make an effort to get the requisite data by a quick census of land utilization in each of the villages with which he is concerned.

FORM V-3 :

Land Utilization

VLW Block Project District (Figures in Acres) **Year: 1953-54**

Village	Total area according to village papers	Cultivated area			Uncultivated area				
		Total area occupied for cultivation, (net sown plus current fallows)	Net area sown	Current fallows	Other fallow land	Permanent pasture & other grazing land	Forest	Other uncultivated land	Total uncultivated area
1	2	3	4	5	6	7	8	9	10
1 XYZ	3042·60	2302·30	2260·39	41·91	10·25	15·82	22·93	691·30	740·30
2									
3									
4									
5									
TOTAL									

Instructions for V-4—Crop Pattern

This form relates to the crop pattern of the village with particular reference to the utilization of land for improved varieties. Thus, the acreage under each crop has to be recorded separately for area under improved variety and the area under ordinary variety. In this connection it is suggested that those varieties which are propagated by the project or the agriculture department should be considered as 'improved' varieties. With a view to ascertaining the extent of irrigation, the acreage under irrigation for improved variety, and for ordinary varieties, has also to be recorded separately. All important crops should be included in this form. Similar records are kept by the revenue or by the agriculture department and this source will be found most useful for making entries in this form. However, it does not seem to be the practice in many areas to record acreage for improved and ordinary varieties separately, though this aspect has a special significance in the development programmes. In order to get these acreages separately, efforts will have to be made by the VLW to collect the required information. The crops for which improved varieties are propagated by the concerned authorities are likely to be not many in any given village. This form will have to be filled at most twice a year—once for the kharif season and once for the rabi season. Generally, the Patwari has records of areas under crops and from the contacts of the VLW with the villagers, it should not be difficult for him to get the acreages under improved varieties for important crops by a rapid survey of the village for this purpose. It should be seen that the total area under a crop is accurately recorded and this should be checked with the Patwari records. When all the crops are enumerated the gross cropped area should be obtained by totalling the acreages under each column. 'Area cropped more than once' should be recorded in the row next below the gross cropped area, so that by substraction of this area from the gross cropped area, the total 'net sown' area so obtained will be equal to the entry under column 4, in V-3, the form for Land Utilization. This check should always be exercised.

FORM V-4 : Area under Crops

Year : 1953-54 V.L.W. Block Project District

(Figures in acres)

Sl. No.	Crop	1. Village : XYZ						2. Village :						3. Village:					
		Improved variety		Ordinary variety		Total		Improved variety		Ordinary variety		Total		Improved variety		Ordinary variety		Total	
		Irri-gated	Total	Irri-gated	Total	Irri-gated	Total	Irri-gated	Total	Irri-gated	Total	Irri-gated	Total	Irri-gated	Total	Irri-gat-ed	Total	Irri-gated	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	KHARIF																		
1	Paddy .	809	832	284	671	1093	1503												
2	Jowar .	75	99	132	240	207	339												
3	Tur .	..	..	..	64	..	64												
4	Sub-Total	884	931	416	975	1300	1906												
	RABI																		
5	Sugarcane .	123	123	240	24	147	147												
6	Tobacco .	..	..	20	84	20	84												
7	Chillies .	..	..	28	150	28	50												
8	Sub-Total	23	123	72	258	195	[illegible]												
	Total .	1007	1054	488	1233	1495	2287												
	Gross cropped	..	..	..	..	..	..												
	Cropped more than once	..	..	..	..	26·61	26·61												
	Net sown .					1468·39	2260. [illegible]												

Instructions for V-5—Irrigation

This has also to be filled up annually for each of the villages separately. The items for which information has to be recorded are given vertically for each village. Two columns are provided. In one the number of pumping sets, wells, etc., have to be recorded and in the other the net area actually irrigated during the year has to be recorded. From year to year and from one village to another village these figures will indicate the variations in area irrigated by different sources of irrigation. These data are also available ordinarily with the Patwari. In addition, by his intimate contact with the development programmes in respect of irrigation, the VLW will be able to know about the changes, etc., brought about from time to time, which will no doubt be reflected in form.

FORM V-5 : SOURCES OF IRRIGATION

VLW   Block   Project   District   Year 1953-54

Village:	1 XYZ		2		3		4	
Sources of Irrigation	Number	Net area actually irrigated (acres)	Number	Net area actually irrigated (acres)	Number	Net area actually irrigated (acres)	Number	Net area actually irrigated (acres)
1	2	3	4	5	6	7	8	9
1. Wells with pumping sets:								
(a) Oil	1	20						
(b) Electric	..	..						
2. Other wells :								
(a) Pucca	2	5						
(b) Kutcha	5	7						
3. Tube wells	1	25						
4. T nks :								
(a) Major	..	..						
(b) Minor	..	..						
nals	4	1411·39						
7. Other sources (Aharespines, lift irrigation, etc.)	..	..						
7. Total	..	1468·39						
emarks	..	..						

Instructions for V-6—Livestock

Figures for the items in this form can also be extracted from the Patwari records. Only those livestock which are likely to be useful from the point of view of ploughing, breeding, dairy products, etc., are to be enumerated here, and as such it is not an exhaustive census of livestock in the villages. Entries have to be made village-wise for all the villages in the charge of the village level worker. Totals for all the villages should also be taken at the end, for each livestock listed in the form. Ordinarily, a quinquennial census of livestocks is taken by the State Government. However, for the purposes of this form the entries will have to be made annually.

FORM V-6 : LIVESTOCK

Month:	March	V.L.W.	Project
Year:	1953	Block	District
			(Numbers)

	Village	1 XYZ	2	3	4	5
For Ploughing						
12.11	Oxen	601				
12.12	He buffaloes	316				
For Breeding						
12.13	Bulls					
12.14	Bull-buffaloes	..				
For other purposes						
12.15	Oxen					
12.16	He-buffaloes	..				
Dairy Cattle						
12.17	Cows	635				
12.18	She-buffaloes	461				
12.19	*Sub-total*	2013				
12.20	Sheep	4				
12.21	Goats	16				
12.22	Pigs	..				
12.23	*Sub-total*	20				
12.24	Total	2033				

Instructions for V-7—Agricultural Implements

The number of different types of agricultural implements in the village has to be recorded in this Form. This has to be done once a year. The information is to be kept village-wise for all the villages in charge of the village level worker. Improved types of implements should always be recorded separately from similar implements not regarded as of improved types.

FORM V-7 : Agricultural Implements

3. *Agricultural Implements*

Month: March
Year: 1951

	Village / Implements	1 XYZ	2	3	4	5
13.1	Ordinary ploughs	506				
13.2	Iron or other improved types of ploughs	8				
13.3	Tractors	Nil				
13.4	Seed drills	2				
13.5	Water lifts	1				
13.6	Pumps	1				
13.7	Oil engines	1				
13.8	Electric motors	Nil				
13.9	Chaff cutters	Nil				
13.10	Bullock carts	102				
13.11	Motor trucks	Nil				
13.12	Sugar cane crushers	4				
13.13	Other agricultural implements (specify)	Nil				

Instructions for V-8—Targets & Achievements Register

This register is meant to record monthly achievements of programmes nitiated by the project and other Government authorities. Provision has also been made to record targets for the year and for the period of the project as a whole. At the end of every three month period totals of achievements should be taken for each programme so that quarterly progress report [V-10(ii)] can be filled up on the basis of V-8. At the end of the year, the total for all the twelve months should be taken. The monthly totals for the village as a whole will have to be built up on the basis of the Programme Registers maintained on family-basis, [F-2(a) to (c)] in respect of such programmes for which family forms and registers are maintained. For each village, a separate register will have to be kept.

It will be noted that at present provision in respect of targets has been made only for the year and not for detailed breakdown according to months or quarters. If, however, in some projects the practice of fixing monthly or quarterly targets at village level is introduced, it would be desirable to modify the proforma to accommodate the entries for monthly or quarterly targets as the case may be, in this register.

FORM V-8—TARGETS AND ACHIEVEMENTS REGISTER

Village :

Year : V.L.W. Project Block Project

Activity	Unit	Target for the		Accomplishments for				Accomplishments for				Accomplishments for				Accomplishments for				Total accomplishments for the Year
		Project period	Year	Oct.	Nov	Dec.	Total	Jan.	Feb.	March	Total	April	May	June	Total	July	Aug.	Sept.	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Form V-9—Stock Register

No specific form is prescribed for Form V-9. The project authorities should evolve their own form for the purpose of maintaining accounts of stocks on hand at the beginning, fresh receipts during a specified period, which may be a week, a month, etc., as the need may be, issues during the period and stocks on hand at the end of the period. Figures of supplies made during a month should be checked against the achievements recorded during the month in the Register for Targets and Achievements (Form V-8).

Instructions for V-10.—Progress Reports

It is envisaged that monthly, quarterly, six-monthly and annual progress reports will be required to be prepared to assess the progress at various points of time. The form is similar to V-8 The difference is that the progress reports are to be prepared for all the villages under V.L.W.'s charge taken together. In addition the number of families covered by any particular programme is also to be mentioned. This item has to be extracted from the F-2(a)-(c) Register which gives the number of families covered in an unduplicated manner. However, F-2 will not give the number of families for all detailed items listed in V-10. In this case, the number should be shown against broad 'heads', whenever that may be possible. Thus, in the case of distribution of improved seeds, F-2 will give the number of families covered by this programme taken as a whole, and not for each type of seed such as cotton, sugarcane, paddy, etc. In this case in V-10, the number has to be shown against the item improved seeds leaving col. 4 blank for specific crops listed under the 'head' of improved seeds.

The *proforma* for all the four progress reports is the same. In the main heading above columns 4 and 5, specify the period, whether month, quarter, six-month or year and indicate the dates in the space provided. Further, at the top, strike off three periods not required, to indicate whether the progress report is monthly, six-monthly, etc.

While the columns are self-explanatory one point which requires special note is in regard to 'number of families' in column 4. These numbers are not additive from month to month as it is quite likely that for any given programme, say, improved seeds, a family may approach the V.L.W. thrice in a given quarter. Even during a month, a family can approach the V.L.W. more than once. It will not, therefore, be correct to count the family more than once in so far as the aim is to know the number of different families covered by different programmes during a period. It will not be difficult, however, to count the number of families covered by a programme for any given period in an unduplicated manner from the Reference Register (F-4).

Provision has been made to record annual targets for each item, for the V.L.W.'s circle. If, however, the practice of formulating quarterly or monthly targets at the level of the V.L.W.'s circle is already established, an additional column should be inserted for the purpose of recording monthly or quarterly targ ts.

Form V-10—Progress Report for the Month / Quarter / Six month / Year ending..........

V.L.W.

No. of Villages........Block..........Project........District..........

Item	Unit of quantity	Annual target	Achievements during the period from............to........		Remarks
			No. of families covered	Quantity	
1	2	3	4	5	6

Instructions for V-11—Daily Diary

The Daily Diary should be kept in a bound note-book form. On the first page Part A should be recorded. On the second page information relating to Part B should be entered for each of the villages und er the charge of the village level worker. In other pages of the diary, activities of the village level worker have to be described in the prescribed form (Part C). These entries are to be made every day and the diary is to be kept up-to-date. In columns 4 to 10, the type of work done is to be described under relevant columns. A running serial number is to be maintained for one month. Every month a fresh running serial number should be started. Each page of the diary must be numbered to ensure that pages are not lost.

FORM V-II—DAILY DIARY

PART A

Name of Project Area/National Development Block ....

Name of village level worker ....

Number and names of villages under village level worker's charge

(a) No.

(b) Names

(1)

(2)

(3)

(4)

(5)

(6)

(7)

PART B

Villages

		1	2	3	4	5
1. Population	1. Male					
	2. Female					
	Total					
2. No. of houses						
	1. Pacca					
	2. Katcha					
	3. Katcha Pacca,					
	Total					
3. No. of wells for drinking water						
	1. Sanitary					
	2. Insanitary					
4. Area (Acres)						
	1. Irrigated					
	2. Un-irrigated					
5. Principal Crops						
6. Cottage Industries						
7. Cooperative Societies (Specify Nature)						

PART C

Month 19 .

Serial No.	Date	Name of village visited	Agriculture (including land Re-clamation)	Work done during the Day				Education (including Social education)	Any other activity	Remarks
				Irrigation	Animal Husbandry	Health & Sanitation	Communi-cations			
1	2	3	4	5	6	7	8	9	10	11

Instructions for F-1—Family Register

In this register all the households in the village have to be first listed according to the ascending order of their census house numbers. If census numbers cannot be made the basis of listing the families in the prescribed order, either because census house list does not exist or because the numbers are not visible on the houses and as such the arrangement is not likely to serve any useful purpose of locating the families, some other ordering in the listing of families should be followed. The intention should, however, be to list the families in such a way that they can be easily located. In column 4, serial number of the family in the Reference Register (F-4) is to be listed. The principal occupations should then be listed in column 5. In column 6 provision is made for recording the number of family members for each family. If this information is not readily available from national registers and if collection of the same is likely to consume considerable time, this column may be kept blank, and, when the pressure of work is somewhat low, a house-to-house inquiry in this regard should be made and the column filled up. In columns 7 & 8, size of family holding, owned and cultivated respectively, have to be noted. This information will be available from the Patwari records of the village. In case the family is a joint holder with another family this fact should be mentioned in the remarks column. Columns 9 to 11 are meant to record memberships of families in the various village institutions, such as the Co-operative Societies, Panchayats and *ad hoc* bodies such as the Vikas Mandals, Village Development Councils etc. For Co-operative Societies, in column 8, write 'yes' if any member of the family is even an ordinary member of the Co-operative Society. In column 10 note the office which a member of the household is holding in the Panchayat. Ordinary membership need not be indicated. Similar procedure should also be followed for entries in column 11. In the remarks column, that is, column 12, pertinent remarks, such as about a progressive armer, demonstration plots, special interest in the project programmes, etc., should be indicated against the families concerned.

The above mentioned points will be clear from the types of entries made in F-1 as an illustration based on ten families. Note here that the ordering of the families is according to the census house numbers.

FAMILY REGISTER F-1

VLW Village Block Project District

Serial No.	Name of the head of the House-hold	Census House No.	No. in Reference Register	Principal Occupation	No. of Family members	Size of family holdings: Owned		Size of family holdings: Cultivated		Specify whether any family member is a member of: Cooperative Society	Panchayat	Ad-hoc Body	Remarks
1	2	3	4	5	6	7		8		9	10	11	12
						A	G	A	G				
1	A	1	2	Mainly owner cultivators	8	10	9	9	..	..	Secretary	..	Progressive farmer
2	B	2	5	Mainly tenant cultivator	6	1	10	4	8	Yes	..	..	
3	C	3	7	Agri. Labourers	7	..	..	..	..	..	..	..	
4	D	4	6	Potter . .	5	1	..	1	..	..	..	..	
5	E	5	1	Mainly owner cultivator	5	12	..	10	..	Yes	President	..	Has Demonstration plot
6	F	6	8	Teacher	3	1	8	1	8	Yes	..	..	Also conducts adult lity. classes
7	G	7	4	Mainly tenant cultivator	7	2	5	6	20	..	..	..	
8	H	8	10	Money lender	5	10	..	..	..	..	..	..	
9	I	9	9	Harijan . .	4	0	20	0	20	..	..	..	Received share of crop-produce and outside the village.
10	J	10	3	Mainly owner cultivator	6	8	10	5	..	Yes	member	..	Wants more land
					56	46	22	37	16				

A : Acres; G : Gunthas

Instructions for F-2 (a)-Seed/Fertilizers/Manure Register

Entry for a family should be made as and when a family happens to obtain improved variety of seeds and/or sponsored manures and fertilizers. If the same family buys seeds fertilizers or manures again, a fresh entry will have to be made. But when the family takes more than one improved variety of seed, fertilizer or manure at a time, these must be specified one below the other in columns 5 and 11. Under column 5 specify the variety of the seed and show the quantity of that variety supplied to the family in the column 6. Enter the acreage covered by this variety under the concerned crop. Similarly, when fertilizers or manures are supplied specify the type under column 11 and quantity under column 12. State the crop-area covered by these fertilizers etc. in columns 13 to 16 under the columns for the particular crop or crop-combination concerned. In column 4 write the name of the head of the household even when somebody else from his family buys seeds or manures on his behalf. The Reference Register number should invariably be quoted in column 3. All such entries have to be made date-wise and monthly extracts of quantities or of improved seeds, etc. should be taken. A horizontal line at the end of every calender month should be drawn and relevant totals taken. Area figures under columns 7 to 10 may not always be available immediately after supplies have been made. In that case , these gaps may be filled in as soon as it is possible for the V.L.W. to know the areas covered by the cultivators. This will also serve as a follow up check on the use of the supplies made. It should be noted that the particulars of areas, etc., will be in respect of improved seeds and fertilizers supplied by the V.L.Ws, other project authorities and officials of regular departments concerned and will not include areas so covered by the cultivator through the use of improved materials from his own resources. Where the practice of making supplies is such that the V.L.W. does not come in direct contact with the household, but the supplies are made by Government or Cooperative agency, the V.L.W. should be supplied with relevant figures which should then be posted in the register.

In the example given in the form, it will be seen that 5 families have taken advantage of the various improved seeds, fertilizers, manures, etc., in the village. The method of making entries will be evident from the illustration given in the form. It may be seen that the cultivator B has been supplied with improved seeds on 5th June and fertilizers on 28th June and thus he is entered twice in the same month. For each variety shown under column 5 the corresponding acreage is to be noted in columns 7 to 10. The fertilizer types and quantities, etc., have to be shown under columns 11 and 12 respectively and the crop-areas covered by the fertilizers will be shown under the columns 13 to 17. It is not necessary to write against each type of fertilizer the crop areas covered. Thus the entries unde

columns 11 and 12 will be independent of the entries in columns 13 to 17. The example for cultivator F at serial number 4 will make this clear. In his case he has obtained ammonium sulphate and green manure seeds which are shown under columns 11 and 12. However, the crop area for which some fertilizers, etc., are used is shown as 1 acre and 8 gunthas as a whole and not separately for ammonium sulphate and green manure. The method of making entries in this register enables the V.L.W. to take totals of acreages under different improved varieties, as also the totals for different crop areas covered by fertilizers and manures. At the end of the month an extract for that month has to be taken in the manner shown and the consolidated figures for the month should be made use of—--form for (i) Target and Achievements Register (V-8) and (ii) for the Progress Reports Register (V-10).

PROGRAMME REGISTER

F-2(*a*) Seed/Fertilizer/Manure Register

VLW Village Block Project District

Month and Date	Sl. No.	Ref. Reg. No.	Name of the cultivator	Variety and quantity of improved seeds		Area brought under improved varieties of				Type and quantity of fertilizers/manures		Crop—areas covered by fertilizers/manures					Remarks
				Variety	Quantity	Cotton	Paddy	Wheat	Sugarcane	Type	Quantity	Cotton	Wheat	Paddy			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
					Srs.	A G	A G	A G	A G			A G	A G	A G	A G	A G	
June 53																	
5th	1	5	B	1. 216 F	12	4	..	..	..	..	..	..	..	..	..	..	..
				2. Chinese paddy	4	..	8	..									
	2	3	J	1. Chinese paddy	80	..	5	..									
12th	3	2	A	1. H. 420	36	9	..										
	4	9	I							1. Ammonium Sulphate	4						
										2. Green manure seed	2		1	8			

17th	5	1	E	1. 216E	25	8	..			1. Super Phosphate	18	8	..	2	..		
				2 Chinese paddy	40	..	2	..	..	1. A.S.	4						Supplies for Japanese paddy demonstration plot
28th	6	5	B							1. A.S.	4	2	..	..	8		
						21	7 8	..		1. A.S.	12	10	..	3	16		

Extract for *June*

	Md.	Sr.
1 Cotton	1	33
2 Paddy	3	4

2. S.P. 18

3. Green manure seed 2

For improved seed 4 ←—— No. of families ——→ 4. For sponsored fertilizers/manures 3

Md : Maund

Sr: Seer

A. S.—Ammonium Sulphate

S. P.—Super Phosphate

A.—Acres

G.—Gunthas

Instructions for F-2 (b)—Other Extension Programme Register

In this register items of importance under each activity except seed manure and fertilizers are included. The method of recording entries in this register differs somewhat from that described in F-2(*a*). Since the register is a record of about half a dozen activities, a large part of the space may be left blank if for a family a new entry is made in different columns every time it takes advantage of one of these facilities. Therefore, when a family is once entered for recording information in any column, all the other entries for that family should be made in the same row. Thus, suppose the first participation occurs when the head of the house-hold takes a loan for repairs of wells. Then, this information will be recorded as a fresh entry for the family. Now, if he is again given some loan for a pumping set, or say if he gets his bull castrated, during the same month in which he got his first loan, these relevant entries will have to be made against that family in the same row. At the end of every calender month it will be necessary to take totals under each activity and start making entries for the next month afresh, even if a large part of the space is left blank for the families participating in the previous month. This will help collection of data for periodical reports. The distribution of entries will also bring out the seasonal characteristics, if any, of the various programmes.

It will be seen in the illustration that the records are to be kept separately for each month, but the dates on which advantage of the different extension programmes has been taken need not be mentioned, in view of the fact that for any given month a new entry need not be made for a family so long as the space in any particular activity is unfilled. Thus in the case of cultivator E, he has bought an iron plough, brought some additional area under irrigation, taken advantage of some of the animal husbandry programmes and taken a loan for installation of pumping set. All this has been done at different dates during the given month, but all the entries appear in one single line.

At the end of the month an extract should be taken which will be made use of in filling up the registers V-8 and V-10. For each activity the number of families covered during the month should also be noted as shown in the example. Supplies made for demonstration purposes should also be noted in this register.

PROGRAMME REGISTER F-2

F-2 (b)—Other Extention Programme Register

V.L.W. Village Block Project District

Month Sl. No.	Name of the head of the house-hold	Ref. No.	Improved implements purchased		Addition-al area brought under irriga-tion	Area Reclai-med	Activities								Re-marks
							Animal husbandry—No. of Livestock					Loans given			
			Type	Value			Castra-tion (Scrub bulls)	Artifi-cial insemi-nation	Inocu-lation	Supply of ped-igree bulls	Misc-cellan-eous	Purpose	Amount	Agency giving loans	
				Rs.	A G	A G	No.	No.	No.	No.			Rs.		
June 54 1	E	1	Iron plough	20	2 18	..	2	1			Poultry 5	Pumping set	150	Coope-rative Society	
2	A	2	Iron plough	20	..	..	..	..	4 cattle	..	..	..	..	..	
3	C	7	..	..	..	..	..	..	..	..	..	1. Repair of old well 2. Pur-chase of bullock	70 300	Govt. Private money lender	
4	B	5				2	..	2	..	..	Poultry 4	..	..	..	
Extract for June 1954			Iron plough	40	2 18	2	2	3	4	..	8	1. Pum-ping set 2. Re-pair of old well 3. Pur-chase of bullock	150 70 300 520		
No. of families covered	All pro-grammes 4		2	..	1	1	1	2	1		2		3		

Instructions for F-2(c)—Public Contribution Register

The type of information desired here necessarily makes this register a periodical one. For each participating family an entry should be made and the type of contribution should be recorded in columns 5 to 7. Reference Register number should invariably be written in col. 4. In column 6 important materials should be recorded in different lines and approximate total value should also be noted against these materials. The total of these values should be shown before starting the entries for another family. In column 8 free labour given has to be expressed in terms of man-days. Thus if 3 members of the family have given free labour for 2 days each 6 men-days should be recorded against that family. If 5 members have worked for half a day each, then 2½ man-days should be recorded and so on. Labour done at wages less than the prevailing wage-rates should be recorded in col. 9. At the end of each month, totals for contributions, such as money, money value of materials, man-days of free labour and man-days of labour at less than prevailing wage-rates, should be taken for the purposes of progress reports. Below the line of the totals, total number of families participating in the public participation programmes should be recorded. Number of families according to different types of contribution will also be readily available.

The nature of programme taken up should also be listed in an additional column, col. 10. If the information regarding man-days is not available for each family, only 'yes' if the family has participated should be written under col. 6 or 7.

In this register also the entries should be made according to dates and at the end of each month, a monthly extract should be taken. While money contribution can be noted as on a particular date, it may not be possible, to record the contribution in terms of materials and free voluntary labour as on a particular day, since a family, after agreeing to a certain type of contribution, may supply the donated materials or give the voluntary labour over a period of time. If information is recorded as and when the material or labour is made available, the number of entries will be unnecessarily large. In view of this, the entry should be made on the day the family gives the first instalment of materials and in the case of labour, on the day on which the family starts work on the public participation programme. The man-days or materials contributed during the month should be calculated before closing the account for that month. If the family is called upon to work for only 2 or 3 days, it may not be difficult to calculate the man-days of labour so contributed. If, however, the calculation of man-days is likely to complicate the methods of making entries, only 'yes' against the family which gives voluntary labour should be written. Column 9 should indicate 'yes'

for those families who work at less than prevailing wages. The monthly extract should also show the total number of families contributing towards different public participation programmes, as also the number of families according to the different types of contributions made by the families.

In the examples given 6 families have participated in the month of April, 1954 One family has contributed by way of money ; three have contributed materials ; one has contributed free labour and one has rendered labour at less than prevailing wages. In this particular example the total number of families comes to 6 ; but it will be seen that this need not be so in view of the fact that a family can contribute in more than one ways and may thus be duplicated in adding up the total number of families according to types of contributions.

PROGRAMME REGISTER F-2

F-2 (*c*) Public Contribution Register

V.L.W. Village Block Project District

Month and Date	Sl. No.	Name of the head of the Household	Ref. Reg. No.	Contribution					Type of work for which contribution given	Remarks
				Money	Materials		Free labour	Labour at less wages		
					Item	Value				
1	2	3	4	5	6	7	8	9	10	11
April 1954				Rs.		Rs.	Man-days	Man-days		
4	1	I	9	..	..	..	9†	..	Approach road construction	3† members for 6 half-days, (3 × 6 × ½) during the month
	2	D	6	..	Water storing barrel & earthen crucibles.	5	..	..	,,	For the use of workers on road repair
	3	H	10	30	..	..	..	..	,,	
20	4	C	6	..	..	..	..	10		2 members for 5 days during the month.
	5	A	2	..	1. Land A. G. 0 10	70	..	..	School site	
30	6	B	5	..	1. Bricks	20	..	..	,,	
Monthly Extract for April, '54		Total No. of families participating	All Programmes	30		95	9	10		
			6	1	3		1	1		

Instructions for F-3—Demonstration Register

For this register a small bound note-book should be maintained and one or two pages should be reserved for each cultivator who keeps demonstration plots. For each such cultivator, the type of information indicated in the form should be recorded and a small chart showing the design of the plots, etc., should be maintained. In case check plots are also kept by the cultivator, the details for this should be recorded separately as indicated in the form. In this register complete details of the demonstration plots will be kept for the purposes of comparisons, etc. Information has to be kept for all types of demonstration plots such as varietal, manual, cultural, etc. The operations performed by the village level worker or other project or extension staff should also be noted in brief.

The illustration gives entries for demonstration plot for cultivator E. It will be seen that information for the check or the control plot is also recorded along with the demonstration plot for any given type. It should be noted that the same information as regards acreage under improved seeds, quantity of improved seeds, fertilizers used, etc., is also recorded in F-2 (*a*).

F-3 DEMONSTRATION REGISTER

S. No. I — Name of the head of the household

Ref. Reg. I — E

I. Type of demonstration plot : Japanese Method — Crop : Paddy
Source of irrigation : Canal

Plot No.	Improved Seed		Area covered		Sponsored fertilizer/ manure used		Improved Imple- ments used	Cultural practices	Yield
	Variety	Quantity	A.	G	Type	Quantity			
I	Chinese	40 srs.	2	..	I. A.S.	lbs. 4		Japanese method	84 mds.
2	Ordinary (control)	50 srs.	2	..	F.Y.M.	3 cart loads	..	..	60 mds.

DIAGRAMS & NOTES

C 2	A	A	C
I A	C	C	A

A. Improved Variety.
C. Control Ordinary Variety.

	A	C
Dates of sowing	23rd June	25th June
Date of harvest	5th Nov.	7th Dec.
Dates of visits by V.L.W.s	1 2 3 4	23/6/54 10/7/54 20/8/54 5/9/54

Advice & Operations shown etc. to the cultivators

1. Spacing between lines shown.
2. Advice on dosage of Ammonium Sulphete given.

2. Type Crop

Plot No.	Improved Seed		Area covered	Sponsored fertilizer/ manure used		Improved Implements used	Cultural practices	Yield				
	Variety	Quantity		Type	Quantity							
									Date of sowing *Date of harvest* *Dates of visits by V.L.Ws.*			*Advice & Operation Shown, etc. to the cultivators.*

Instructions for F-4—Reference Register

This register is a key register by reference to which participation of each family in various programmes can be readily seen and through which entries for different families in different registers can be traced. As such this is the most important register for easy reference. It also gives a comprehensive idea about participation of families in different programmes. In a negative way, it shows to what extent different types of families remain untouched by the programmes. The success of the system of maintaining family registers will to a large extent depend on how this register is maintained.

Initially all the households have to be listed as has been done in F-1 (Family Register), with this difference that in F-1 the families are to be listed according to the census house numbers, but here they are to be listed according to the principal occupation of the head of the household, as available in F-1. The serial number of F-1 should also be indicated under column 4 of the register.

It should be noted that in the illustration families are listed according to the principal occupation of the head of the household. Families E, A and J are mainly owner cultivators, families G and B are mainly tenant cultivators, D is a potter and so on. For cross reference the serial number of family register should be noted as shown in this register. As regards the method of making entries, it is to be noted that the serial number in the various programmes registers have to be written in columns 5 to 21. Thus columns 5 to 9 are kept for F-2(*a*) Register in which the serial numbers in that register are to be recorded as and when a family takes advantage of that programme. For this particular example, 6/5 under col. 5 for family E means that E is listed at serial number 5 during the sixth month in the F-2(*a*) Register and detailed information for the quantities of seeds, fertilizers, manures, etc., bought by him will be found at that serial number, similarly, 6/3 against A means that the quantities of seeds, fertilizers or manures, etc., bought by A will be found at serial number 3 of the 6th month, that is June, and so on. In the case of B, two entries are found for F-2(*a*). This means that B has purchased improved seeds, sponsored fertilizers or manures, as the case may be, twice and as such 2 entries will have been made, in F-2 (*a*) Register. The first entry is at serial number 1 and the other at serial number 6 of the month of June. It will be noticed that in making the entries, the procedure is to record the month first, draw a stroke, and then, write the serial number of the register. This is to be done in view of the fact that a fresh serial number will be started every month in individual programme registers. In case a running serial number for the whole year is maintained, the simple procedure of writing only the serial number

will do. Similarly, entries are shown in respect of other programme registers. In the case of Demonstration Register which is to be maintained in a bound note-book form, it is not necessary to record the month, like in the case of other registers mentioned here, but only the serial number should be written. A running serial number has to be maintained in the demonstration register itself. In this particular example, it will be seen that all the 10 families have been touched through one or the other type of programme ; but whereas families E, A, J, G, B and F have been able to take advantage of such programmes which are likely to increase their own production, families such as D, C, I and H have been called upon to make some contribution towards public participation programmes, which are not likely to bring them immediate benefits. Such types of analysis will be possible only through this register.

REFERENCE REGISTER F-4

VLW Village Block Project District

Sl. No.	Name of the head of the household	S. No. of family register	Principal occupation	Serial Nos. in the Programmes Registers																	Re-marks
				Seed/fertilizer/manure Register (F-2(*a*)						Other Extension Programmes Register F-2(*b*)				Public Contribution Register F (2) (c)			Demonstration Register F-3				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1	E	5	Mainly owner cultivator	6/5					6/1					4/5							
2	A	1	,,	6/3					6/2												
3	J	10	,,	6/2																	
4	G	7	Mainly tenant cultivator						6/3												
5	B	2	,, .	6/1	6/6				6/4					4/6							
6	D	4	Potter .											4/2							
7	C	3	Agriculture Labour											4/4							
8	F	6	Teacher .	6/4																	
9	I	9	Harijan .											4/1							
10	H	8	Money lender .											4/3							

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